

Job Postings

For the week – August 27, 2010

The Centers is a private non-profit agency providing over 36 years of service to our community in both Mental Health and Substance Abuse treatment for adults and children through assessment, out-patient, in-patient, residential and case management services.

**The Centers, Inc. accepts applications for open positions only.
Please review the Closing Date.**

An Equal Opportunity Employer

*Accommodations will be made available for persons with disabilities.
Requests must be made 5 days prior to the event date.*

____ Technician Positions Available ____

Activities Assistant – PT20

Adult Mental Health

Hourly Pay Rate: \$7.50 - \$8.25

Job Summary: This position will serve as an Assistant to the Activities Coordinator in the Drop In Center which is for severely persistent, chronically mentally ill adult clients. Duties include assisting in opening and closing the center, assures sign-in book is signed, assist in operation of canteen, keep inventory of supplies, assures facility is neat and clean and participates with clients in social activities.

Minimum Requirements: High School diploma or equivalent. Experience working with mentally ill working in the Human Services field preferred. Home Health Aid, Certified Nursing Assistant, Medical Assistant preferred.

CLOSING DATE 9/10/10

Marion

(1)

MH/SA Tech/Transporter - Pool

Acute Care Services

Hourly Pay Rate: \$9.25 - \$9.75 (shift diff for 2nd & 3rd)

Job Summary: This position is responsible for assisting the professional staff in the assurance of quality client care. In addition to the provision of routine client care, the MHT's duties focus on reducing or minimizing the effects of mental illness. Duties include but are not limited to close monitoring of the CSU/CCSU/APU clients, providing day-to-day supervision of those clients, as well as maintaining their well-being and security, transporting clients outside of the facility. This position is also part of the multidisciplinary team providing treatment in accordance with the Acute Care Guidelines. Shift work with differential pay on evening, midnight, and weekend shifts.

Minimum Requirements: HS diploma or equivalent. Valid FL driver license with acceptable driving record and experience working with mentally ill or working in the Human Services field required. Physical ability is an essential function of this position. Employee must be in good physical condition and be free from physical limitations that would prevent them from participating in containment activities.

CLOSING DATE 9/10/10

Marion -All Shifts/Wknds

(1)

Have Questions? Call 291-5555

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Residential SA Tech - Pool

ARSAT

Hourly Pay Rate: \$9.25 - \$9.75 (shift diff for 2nd & 3rd)

Job Summary: This position is responsible for assisting the professional staff in the assurance of quality client care. In addition to the provision of routine client care, the Technician's duties focus on reducing or minimizing the effects of substance abuse. This person is also part of the multidisciplinary team providing treatment in accordance with the Substance Abuse Manual guidelines. Topics include: nature of the disease, nature of the addiction, family illness, dynamics, medical aspects of the addiction, values, morals, social skills, stress management, peer pressure, relationships, 12-Step recovery process, cannabis, cocaine and alcohol knowledge. Transporting clients.

Minimum Requirements: High School Diploma or equivalent with a minimum of 1 yr experience working with substance abuse/chemically dependent individuals is required. This is a Pool/PRN position. Must be flexible 24/7 as needed.

Citrus CLOSING DATE 9/10/10

All Shifts/Wknds

(4)

SA Tech - Pool

SAARS

Hourly Pay Rate: \$9.25 - \$9.75 (shift diff for 2nd & 3rd)

Job Summary: This position is responsible for assisting the professional staff in the assurance of quality client care. In addition to the provision of routine client care, the Technician's duties focus on reducing or minimizing the effects of substance abuse. This person is also part of the multidisciplinary team providing treatment in accordance with the Substance Abuse Manual guidelines. Topics include: nature of the disease, nature of the addiction, family illness, dynamics, medical aspects of the addiction, values, morals, social skills, stress management, peer pressure, relationships, 12-Step recovery process, cannabis, cocaine and alcohol knowledge.

Minimum Requirements: High School Diploma or equivalent. Experience working with substance abuse/chemically dependent individuals preferred.

Marion CLOSING DATE 9/10/10

All Shifts/Wknds

(1)

Certified Nursing Assistant (C.N.A.)

Children's Med Clinic

Hourly Pay Rate: \$9.91 - \$10.81

Job Summary: This position will serve as medical assistant to psychiatrist in a clinic setting. This position must possess strong medical transcriptionist skills, be familiar with medical terminology and type at least 35 correct wpm. Duties will include transcribing doctor's notes, greeting visitors, answering telephones, taking messages, performing light clerical work, chart review, making sure documentation is in charts, i.e., the client's age, sex, blood pressure, current/past medications, drug and alcohol use and abuse, diagnosis, co morbidities, and concurrently occurring conditions relevant laboratory values, allergies and past sensitivities, weight and height, pregnancy and lactation status (as appropriate), and any other information required by the organization for safe medication management. Also making sure all medication is labeled with directions for client's family and that a log is kept.

Minimum Requirements: C.N.A. Certification with two years experience. Must type at least 35 cwpm and be familiar with a variety of computer software programs.

Marion CLOSING DATE 9/10/10

(1)

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Housekeeping Positions Available

Housekeeper/Transporter

CLOSING DATE 9/10/10

ARSAT

Citrus

Hourly Pay Rate: \$ 8.25 - \$8.75

(1)

Job Summary: The primary responsibility of this position is to maintain the floors in the Adolescent SA Residential Treatment Program building and for the overall cleanliness of the Adolescent SA Residential Treatment program building to include the kitchen. Duties include but are not limited to mop, strip, wax, dust, sanitize, windows, and trash. This position is also responsible for assisting the professional staff in the assurance of quality client care. In addition to the provision of routine client care, the Technician's duties focus on reducing or minimizing the effects of substance abuse, co-occurring clients and transporting clients when needed.

Min Requirement: High school diploma or equivalent with one year related experience or specialized training.

Administrative Positions Available

Intake/Billing Specialist (Part-time 16 hrs/wk)

CLOSING DATE 9/10/10

Emergency Services

Marion

Hourly Pay Rate: \$9.00 - \$9.91

(1)

Job Summary: This position is highly confidential and responsible for assisting Assessment Services with scheduling of staff, answering phones, managing the reception desk, answering the door, assisting clients and families with sign in procedures, ordering supplies and forms, submitting work orders, inputting data into the computer and certifying insurance.

Min Requirement: AA degree with one year experience; or High school diploma or equivalent with three years related experience. Type 45 cwpm. Computer skills (data entry or word processing). General office and problem solving skills.

Business Office - Floater

CLOSING DATE 9/10/10

Finance

Marion

Salary Range: \$9.00 - \$9.91

(1)

Job Summary: As Business Office Floater, this position is responsible for the timely, accurate, and complete input of all assigned duties for the designated program. This may include Data Entry into the various Centers software programs, all client information, updates to individual and extended Service Activity Logs (SAL's) and contract data, clerical support, and receptionist duties.

Minimum Requirement: AA Degree with two (2) years related experience, or High School Diploma or equivalent with four (4) years related experience in data entry including: general ledger, accounts payable/receivable, payroll. Must have excellent communication skills and interact with staff in a professional and diplomatic manner. Must be computer literate and demonstrate proficiency in Microsoft Windows and related Microsoft business related software.

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____Clinical Positions Available____

Bnet Licensed Therapist
Children's Services
Hourly Pay Rate: \$20.19 – 22.12

CLOSING DATE 9/10/10
Marion
(1)

Job Summary: This position is responsible for clinical oversight of the Bnet Program. This position will complete assessments and develop written treatment plans on potential Bnet clients. Conduct quarterly staffings on Bnet clients in Circuit V. Provide clinical training when required.

Min Requirement: Licensed Clinical Social Worker preferred or Licensed Mental Health Counselor with a minimum of 3 years related experience working with the mentally ill population. Working knowledge and/or coursework in human growth and development and family systems theory.

Licensed Therapist (Child)
Citrus County Services
Hourly Pay Rate: \$20.19 – 22.12

CLOSING DATE 9/10/10
Citrus
(1)

Job Summary: This position will provide assessments, outreach, individual and family therapy and groups to clients who meet criteria for outpatient services.

Min Requirement: Licensed Clinical Social Worker preferred or Licensed Mental Health Counselor with a minimum of 2 years related experience working with the mentally ill population. Working knowledge and/or coursework in human growth and development and family systems theory. CFARS and/or FARS certification is required for this position.

Licensed Therapist
Children's Services
Hourly Pay Rate: \$20.19 – 22.12

CLOSING DATE 9/10/10
Marion
(3)

Job Summary: This position will provide assessments, outreach, individual, family therapy and groups to clients who meet criteria for outpatient services. Also will complete child post acute care assessment. CFARS and/or FARS certification is required for this position.

Minimum Requirement: Licensed Clinical Social Worker preferred or Licensed Mental Health Counselor with a minimum of 2 years related experience working with the mentally ill population. Working knowledge and/or coursework in human growth and development and family systems theory.

TBOSS Therapist
Children's Services
Hourly Pay Rate: \$17.14 - \$18.70

CLOSING DATE 9/10/10
Marion
(1, 2, 3, 4)

Job Summary: This position is responsible for working with children ages 5-17 referred for intensive counseling. Services are based in family homes and in the school.

Minimum Requirement: Master's Degree in human service related field with a minimum of 2 yrs experience. Must have a broad knowledge of psychotherapeutic theory and practice and course work in, or a working knowledge of human growth development especially as related to the target age group. A minimum of 2 years related experience is required.

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The Centers, Inc.

The Joint Commission (formerly JCAHO) Accredited * Florida Corporation Not for Profit

CRT MH/SA Therapist

CLOSING DATE 9/10/10

Crisis Response Team

Citrus

Hourly Pay Rate: \$15.59 - \$17.14

(1)

Job Summary: This position is responsible for providing emergency intervention therapy to individuals and families referred by Department of Children and Families, local Child Protective Investigations Unit (PI) and other agencies that are in Acute/Chronic Crisis. This position must also provide services to adults and adolescent substance abusers and their families in-home. Must demonstrate group, individual and case management skills. Provide treatment plans, assessments, and resources to best serve the population. On-call rotation for evenings, weekends, and holidays.

Minimum Requirement: Master's Degree in field of Human Service with a minimum of one year experience working in mental environment, or Social Services field with 2 years experience in Child/Adolescent substance abuse treatment

Outpatient Therapist

CLOSING DATE 9/10/10

Children's Services

Citrus

Marion

Salary Range: \$15.59 - \$17.14

(1)

(1)

Job Summary: This position is responsible for providing outpatient therapy to children/adolescents and/or adults referred by customer agencies and by the Access Department. Some evening work required for groups.

Min Requirement: MA Degree in human service or related field with a minimum of 2 yrs experience. Must have a broad knowledge of psychotherapeutic theory and practice and course work in, or a working knowledge of human growth development especially as related to the target age group.

Residential SA Counselor

CLOSING DATE 9/10/10

ARSAT

Citrus

Hourly Pay Rate: \$15.00 - \$16.00

(1)

Job Summary: This position assists individuals, families and significant others in the educational services related to alcohol and substance abuse problems. Assist individuals with special and specific needs, interactions and goals. Teaches constructive behavior patterns and healthier coping skills.

Min Requirement: MA Degree in a field of Human Services with three years related substance abuse experience. Two years specific experience in substance abuse treatment.

Family Care Manager

CLOSING DATE 9/10/10

Community Based Care

Citrus

Marion

Salary Range: \$15.20 - \$17.14

(1)

(1, 2, 3, 4, 5, 6, 7)

Job Summary: Family Care Manager's work with (CBC) community based care initiative in collaboration with (KCI) Kids Central Inc. Responsibilities include providing continuity of care, with goal of permanent placement, for children through a care management model that includes developing, expanding, accessing and linking to resources while documenting progress.

Min Requirements: Bachelor's degree in field of Human Services with a minimum of 1 yr of relevant social services experience with children and families required. Current (PDC) Family Services Counselor – Child Protection Professional Certification preferred. Must show proof of the appropriate automobile insurance limits (\$100,000 / \$300,000) per Florida Statutes for this position.

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**Emergency Evaluator
Emergency Services**

Hourly Pay Rate: \$15.59 - \$17.14

Job Summary: This position is a highly responsible position responsible for completing biopsychosocial evaluations for persons who are at risk of hurting themselves or others. This position is responsible for the assessment of all clients who present to Assessment Services and for determining the least restrictive appropriate means of treatment.

Minimum Requirement: Bachelor's degree in a human service field with a minimum of 2 years experience in assessment of children, adolescents and adults with mental illness and/or substance abuse is required.

**CLOSING DATE 9/10/10
Marion (3rd shift)
(1)**

**Child/Adolescent SA/OP Counselor
Children's Services**

Hourly Pay Rate: \$13.00 - \$14.28 Bachelor's level

Job Summary: The primary responsibility of the person working in this position is to provide individual, family, and group substance abuse treatment to children and adolescents referred through the school system, Department of Children and Families, Community Organizations and parents. Additionally, clients with a substance abuse diagnosis being discharged from a crisis stabilization or Detox unit and clients receiving The Centers case management services will be given a high priority. Must demonstrate group, individual and case management skills. Provide treatment plans, assessments, and resources to best serve the population. Some evening work may be required.

Min Requirement: Bachelor's degree in a field of Human Services with two years experience in substance abuse treatment; or MA/BA with CAP (Certified Addictions Professional) and three years experience in substance abuse treatment. Substance abuse specific experience and a working knowledge of Human Growth Development or Coursework in same required.

**CLOSING DATE 9/10/10
Marion
(1, 2, 3)**

**Treatment Planner
Adult Mental Health**

Hourly Pay Rate: \$13.00 - \$14.28

Job Summary: This position is responsible for providing assistance in the development and maintenance of the Treatment Planning process for clients recurring services through the Medication Clinic.

Min Requirement: Bachelor's degree in a Human Service related field from a four year college or university and a minimum of 1 year related experience.

**CLOSING DATE 9/10/10
Marion
(1)**

Children's Case Manager

Case Management

Hourly Pay Rate: \$13.00 - \$14.28

Job Summary: This position is responsible for assisting assigned children who have serious emotional problems, their families and caretakers. The purpose is to assist clients in maintaining their highest level of functioning in the environments which best meet their needs. CFARS certification is required for this position. Maximum caseload of 20.

Min Requirement: Bachelor's degree (B.A) from a four year college or university; and one year experience or Bachelor's degree in any field with 3 years experience. Must have course work, training, or experience that indicates a working knowledge of the developmental stages of children.

**Citrus
(1)**

**CLOSING DATE 9/10/10
Marion
(3)**

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___ **Nursing Positions Available** ___

RN (PRN/Pool)
CSU/CCSU/APU

Hourly Pay Rate: \$26.00 Pool (+shift diff)

Job Summary: This position is responsible for assuring quality patient care in accordance with acceptable practices. In addition to traditional nursing care, the Registered Nurse duties focus on reducing or minimizing the effects of mental illness. This position is part of a team providing treatment in accordance with Acute Care Services program guidelines. This position is responsible for making client assignments to LPN's, Mental Health Tech/Transporters and to assure that staff is accountable for their assignments.

Minimum Requirement: Graduate from a State accredited School of Nursing. BS Degree (preferred), AS or Diploma Degree accepted. Two years of Psychiatric Nursing Experience preferred, 1 year required.

Marion
All Shifts/Weekends
(0)

LPN (PRN/Pool)
CSU/CCSU/APU

Hourly Pay Rate: \$19.00 Pool (+shift diff)

Job Summary: This position responsible for assisting in the provision of quality direct and indirect client care in accordance with acceptable nursing practice. In addition to traditional nursing care the Licensed Practical Nurse's duties focus on reducing or minimizing the effects of mental illness. This person is also part of the team providing treatment in accordance with Acute Care Services program guidelines. Being with clients at all times is a requirement of this position.

Minimum Requirement: Graduate from a State accredited School of Practical Nursing. One year of Psychiatric Nursing Experience preferred.

Marion
All Shifts/Weekends
(1, 2, 3)

___ **Volunteer Opportunities** ___

**All internships, practicum's, interns and/or volunteers
must complete an application and be processed for consideration
through our Human Resource Department.**

DFWP/EOE Fax or e-mail resume to

HR, the Centers, Inc.,

(352) 291-5580, jobs@thecenters.us

For more info visit www.thecenters.us

___ **Volunteer Opportunities** ___

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Addendum to the 8/27/10 Job Postings

# open	Job Title	FT or PT	EDU	Salary
4	MH/SA Tech/Transporters	FT	HS	8.25-8.75 + shift diff
1	QA Spec – Med Records(Citrus)	FT	HS	8.00-9.00
1	Billing Specialist – Pool	PT	HS	10.00-10.50 no benefits
1	TANF Coordinator	FT	HS	9.00-9.91
1	Financial Asst (PT20)	PT	HS	10.00 no benefits
1	SA Child Outreach Counselor	FT	BA/S	13.00-14.28
1	SA Child Prevention/Outreach Couns	FT	BA/S	13.00-14.28
1	CRT Case Manager (Marion)	FT	BA/S	13.00-14.28
1	Residential SA Educator/Therapist	FT	MA/S	15.59-17.14
1	Access Evaluator	FT	MA/S	15.59-17.14
2	Licensed Evaluator/Therapist	FT	LIC	20.19-22.12

(1 Marion, 1 Citrus)

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